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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training  
 THRU : Chief, Operations School  
 FROM : Acting Chief, Headquarters Training

DATE: 14 February 1962

SUBJECT: Weekly Activities Report No. 6  
 8 February - 14 February 1962

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

Clandestine Services Review: The opening day enrollment of 39 in the Clandestine Services Review course has moved up to 41-- two students, one from SR and one from EE, joined the course on the third day. This class continues to be more responsive and more vocal than is usually the case. Every speaker has been asked at least a few questions or asked to comment further. We have been plagued with no-shows, late arrivals and switches in scheduled appearances, however. Thus far it has not been possible to reschedule Mr. [REDACTED] of NIC and [REDACTED] of DPD. Dr. [REDACTED] was unable to appear 25X1A9a due to illness. Fortunately [REDACTED], AF Division, filled in at the last moment and did a creditable job. It appears that most of these problems concerning guest speakers are due to illnesses of the individuals themselves or persons with whom they work. A copy of the questions for Mr. [REDACTED] is attached.

Information Reports Familiarization: One tutorial student in Information Reports Familiarization (IRF), [REDACTED] 25X1A9a was scheduled to complete her work on 9 February. Mrs. [REDACTED] is 25X1A9a the first tutorial student in IRF to be unsuccessful. She produced nothing; she did no editing; she did not complete her assigned reading. In fact, she attended something less than half the time for which she was scheduled. Three other students in IRF, two from NE and one from Africa, [REDACTED], are making satisfactory progress. They will finish their training 16 February.

[REDACTED] Office of the Registrar, OTR, is taking IRF tutorial training tailored to her particular needs.

Clandestine Services [REDACTED] The schedule for Course No. 19 has been completed and forwarded to addressees concerned.

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There are 8 full-time students registered so far and a ninth student will join the course in its third week to make up for absence from Course No. 18.

Counterintelligence:

25X1A9a A. Familiarization: CI Familiarization No. 30 was concluded on 9 February. One student ( ) cancelled during the running to go on a TDY assignment. ( )'s replacement, audited most of the course, but was absent for several days in connection with problems involved in moving into the Washington area. The group performance was very good. All lectures were recorded for future reference. Mr. ( ) is currently processing student papers and preparing evaluations, etc. ( ) is monitoring this process to familiarize himself with the problems involved. On 13 February Mr. ( ) conducted a briefing for the OTR Education Committee, regarding teaching methods employed at the Treasury Law Enforcement Officer School.

25X1A9a

25X1A9a

25X1A9a

B. Operations: I am preparing the schedule for CI Operations Course No. 43, to commence 26 February. Most of the speakers so far contacted have agreed to take part in the course, depending, of course, on their physical ability to be present. As of 14 February 9 students are enrolled.

25X1A9a

25X1A9a On 13 February I met with Mr. ( ) of the CI Staff and Lt. Col. ( ) to discuss a CIC request to examine possibilities for an Agency sponsored course on counterintelligence that would be given to CIC instructor personnel. After outlining the nature of OTR's two courses in the subject and after determining that CIC's request does not pertain to basic operational techniques, the Agency representatives at the meeting concluded that before we could make any definite proposals, a review of CIC's current course curriculum would be helpful. ( ) agreed and will supply the necessary data within the next few days. Although the CIC request appeared to be rather imprecise, it would seem that what is wanted is general orientation in the Agency's counterintelligence mission and functions. If this proves to be the case, the CI Staff will have to decide how the matter is to be handled. It may be that a single lecture supplemented by a question period will suffice.

25X1A9a

Records Officers Course: Fifteen students are enrolled in the fifth running of the CS Records Officers Course which began on 13 February and will conclude on 15 February. The course is being given in Room 1402 I Building.

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25X1A9a      Covert Action Operations Course: In further preparation for his work as a chief instructor in Headquarters Training, [REDACTED] 25X1A9a completed the orientation tour of OTR staff and support facilities as arranged and conducted by Mr. [REDACTED] 25X1A9a Arrangements are being made for Mr. [REDACTED] to attend the next Instructor's Training Course, 12-16 March.

III. ADMINISTRATION

25X1A9a      Effective 12 February, the undersigned assumed the functions of Acting Chief, Headquarters Training, vice Mr. [REDACTED] 25X1A9a reassigned. Mr. [REDACTED] is scheduled to rotate to the Clandestine Services 16 February. Mr. [REDACTED] is currently in contact with elements of the Clandestine Services regarding his next assignment. No definite dates or conclusions are as yet set.

I took sick leave 7 February.

25X1A9a      Mr. [REDACTED] took sick leave 8 and 9 February.

25X1A9a      Mr. [REDACTED] took sick leave 9 February.

Mr. [REDACTED] took sick leave 12 and 13 February.

[REDACTED] 25X1A9a

Attachment - As stated above

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